

## ACTIONS REQUIRED AROUND SEPTEMBER 30, 2002

Users will need to make transaction processing decisions around September 30, 2002, as follows:

1. Proper Fiscal Year (FY) for posting. Both FY02 and FY03 will be available for most users. Consult the DMB Office of Financial Management's (OFM's) Financial Reporting and Accounting Manual, and/or your agency's chief accountant for guidance.
2. Proper Appropriation Year (AY) for posting. All previous appropriation years where authority remains and the profiles have an active status can be input on a transaction. In general, except for capital outlay, work project transactions, liquidation of encumbrances and liabilities, or collection on accounts receivable, the AY for FY02 should be AY02.

**Caution:** On transaction entry screens the AY will default to 03 beginning October 1, 2002 (once the FY is 03).

Additionally, users need to be aware of the following transaction processing activities at the same time:

1. All manual warrants issued must be recorded in the system. Care should be taken to ensure the correct information is entered.
2. Requests for RMDS reports should be reviewed to eliminate unneeded FY02 requests and to add appropriate FY03 requests.
3. The Internal Transaction (IT) file in R\_STARS should be cleared, to the extent possible, to ensure posting of transactions to the proper fiscal year.